

1 To access voicemail from the Vonage (Yealink) desk phone:

1. Press the **Message** button on your phone or dial ***99** or ***100**



2. Enter your Voicemail PIN, then follow instructions. (*Default PIN is 3296*)
3. Once logged in, below are the keypad navigation options:
 - (1) New Messages
 - (2) Saved Messages
 - (4) Mailbox Options
 - i. (1) Record Unavailable Greeting
 - ii. (2) Record Busy Greeting
 - iii. (3) Record Name Greeting
 - iv. (4) Record Out of Office
 - v. (5) Change PIN
 - vi. (#) Return to Main Menu
 - (5) Repeat Message From the Beginning
 - (6) Next Message
 - (7) Delete Message
 - (8) Forward to Extension
 - (9) Save Voicemail
 - (*) Skip Call Information
 - (#) Return to Main Menu
 - (#) Exit

2 To access your voicemail from another Vonage (Yealink) desk phone:

1. Dial ***101**
2. Once the voicemail system answers, **enter your extension number followed by the #** (pound) key.

Vonage source: [Vonage Business Cloud | Answer | Set Up Voicemail and Greetings](#)